



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support

Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

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Non W-2 ☐ **W-2** ☒ **CC** ☐

PRIORITY: Medium

SUBJECT: ADDITIONAL GUIDELINES FOR PRORATED CSJ POLICY

CROSS REFERENCE: BWSP Operations Memo 99-72 (Revised)
W-2 Manual, 7.3.1.2

PURPOSE

The purpose of this memo is to provide some additional guidelines to agencies when using the prorated Community Service Job (CSJ) policy. This policy was originally issued in Operations Memo 99-72 (Revised). The prorated CSJ policy was developed to provide W-2 agencies with a tool in which to serve applicants or participants who have barriers which prevent them from increasing the number of hours in their current job or from obtaining another unsubsidized job. Operations memo 99-72 (Revised) provides a breakdown of CSJ hours and prorated CSJ payment amounts based on the number of hours the participant is currently in unsubsidized employment.

BACKGROUND

In addition to examples provided in Operations Memo 99-72 (Revised), the prorated CSJ policy may also be used to serve employed individuals who have limitations on their work hours due to physical or mental health issues. Assessments by a doctor or other appropriate assessment agency must be used to determine these limitations.

When actual CSJ work training must be limited due to physical or mental health issues, the agency may assign work training-type activities that will help prepare a participant for employment. Section 7.3.1.2 of the W-2 Manual provides examples such as vocational rehabilitation "employment related" activities, meetings with child support agency staff, social workers, health care professionals or other meetings approved by the FEP. The agency may also require an individual with work limitations to apply for other types of benefits for which they may be eligible, such as Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), or Veterans Benefits.

Agencies should work closely with the entity performing the assessment to determine the types of activities the participant can reasonably perform. In some cases, the combination of CSJ activities and unsubsidized employment hours may be less than full-time, when the participant's limitations are severe [Operations Memo 99-72 (Revised) outlines the maximum number of CSJ hours that may be assigned under the prorated CSJ policy].

EXAMPLE

Jane is a single mom with two teenagers. She works 20 hours per week as a program assistant for an insurance company. A physical disability which causes her severe pain is preventing Jane from increasing her work hours. Jane is unable to support her family on her current income and applies for assistance from W-2. After receiving appropriate documentation from her doctor concerning her work limitations and abilities, Jane is placed in a prorated CSJ position. Jane's FEP talks to her about W-2's goal of self-sufficiency and together they create an employability plan focusing on activities Jane is capable of, given her current work limitations. In pursuit of her career goal to become a technical writer, Jane is assigned to participate in a college-based writing workshop over the internet four hours per week. Jane is also assigned to attend the once-a-week meetings of a local support group which offers advice and support for dealing with her disability. In addition, Jane is referred to the agency's disability advocate to assist her in initiating an application for SSI. With her current hours of unsubsidized employment at 20 hours per week and less than 10 hours of assigned work activity per week, Jane will receive a 1/3 CSJ payment of \$230 per month.